

Get Organized, Book More Gigs & Stay Sane!

Book more gigs



Planning is
everything.
Plans mean
nothing

Organize and find your
Jokes

Goals for this course:

Book more gigs

Write more material

Reduce your stress

Be more productive

Get organized

Eliminate Procrastination

Solution-based Approach



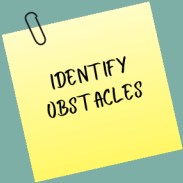
Solution-based Approach



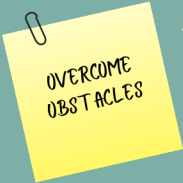
First things first:



START WITH A
GOAL



IDENTIFY
OBSTACLES



OVERCOME
OBSTACLES



TAKE
ACTION

What are your goals?



BOOK MORE
GIGS

BE MORE
ORGANIZED

WRITE MORE
MATERIAL

Set SMART Goals.

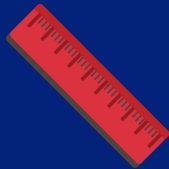
Specific

Measurable

Action Oriented

Realistic

Time Bound





Getting Things Done with SMART Goals

I want to...

- ☐ Experience Less Stress and Anxiety
- ☐ Concentrate & Improve Memory
- ☐ Experience More Self-confidence
- ☐ Perform More Efficiently & achieve more
- ☐ Feel more accomplished & self-confident

SMART

Goals can help

What makes a goal SMART?

By thinking carefully about what you want to achieve and determining a clear course of action, you'll get a better understanding of what your goals really are and how you can achieve them.

Here's how to make SMART goals:

S

Specific

State exactly what you want to achieve. Break greater goals into smaller goals so they're manageable.

M

Measurable

Establish clear definitions to help you establish whether or not you are meeting your goals.

A

Action-Oriented

Describe your goals using action verbs, and outline the exact steps you will take to accomplish your goals.

R

Realistic

State exactly what you want to achieve. Break larger goals into smaller goals so they're manageable.

T

Time-Bound

How much time do you have to complete the task? Decide when you'll start and finish your goal.

example

I will write 5 minutes of new material by next Friday (11:5 pages @ 1/2pt font) I will pick the subjects and research on Monday, write it on Wednesday between 9-1pm. That will give me time to run 3 out loud and punch it up on Thursday 4-6pm and give me time to do the ms at Sat's at 4pm.

Now take a goal of your own and make it SMART!

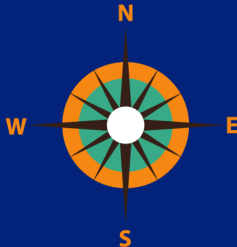


Simple Planning

<i>Time</i>	<i>Activity</i>	<i>Duration</i>	<i>Value</i>
	Landing Page Example		



"If you do not know your
destination, you might
wind up somewhere else" –
–Yogi Berra



Do you
write 2-3
hours a
day?





Your first hour of
work can set the
tone for your
entire day

Keeping
organized
is one key
to
success





**CATEGORIZE
YOUR
LIFE**

Priority Matrix



EISENHOWER MATRIX

URGENT = DO

IMPORTANT = SCHEDULE

NOT IMPORTANT =
DELEGATE

NOT IMPORTANT/NOT
URGENT = ELIMINATE



Create
a timeline
for each task
and stick
to it.



Breakdown
goals into
achievable
tasks.



Plan to get
one main
thing done
each day



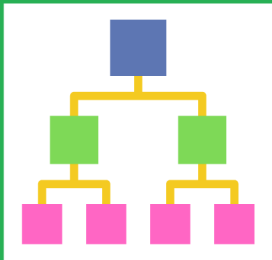


"I'm sorry. No, I can't."



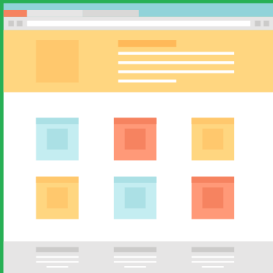
Learn to say "No"





Learn File Management

Build Templates



Limit Distractions

28% of the average person's day is
spent on unnecessary distractions.

That's 5 hours a week, 250 hours a
year!



28%

each day spent on
DISTRACTIONS

27%

of office workers feel
DISORGANIZED

13 hours

on average per week
CHECKING EMAIL

Focus

The average person
switches tasks
every 3 minutes



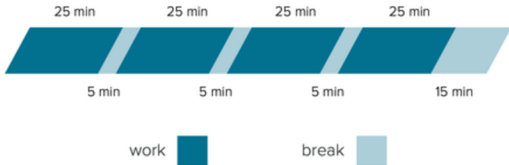


Pomodoro Technique

The human mind can only work for 90-120 minutes before it begs for a break

Pomodoro Technique

ONE POMODORO CYCLE



How do
you start
your day?





Starting your day
with email, starts it
being reactionary

**Don't start
with Email**

Don't start
with the
news...



I start
each day
by writing
a joke

I didn't know whether
marriage was right
for me. "Till death do
you part?" I can
barely make it to
sunrise!"





What you eat has a
direct effect on how
productive you are.

Studies show that a breakfast low in
glycemic carbs provides sustained
energy throughout the day



fun fact:

A breakfast of eggs,
bananas, yogurt or
blueberries...

...can help to boost memory and
counteract stress

“YOUR MIND IS FOR
HAVING IDEAS, NOT
HOLDING THEM.”

Write Everything Down
and put it in one place



Like your inspirations,
ideas, your jokes

